# New Course / Modify Course / Terminate Course Request Form

**Please check one of the following**

- [ ] New Course
- [ ] Modify Course
- [ ] Terminate Course

<table>
<thead>
<tr>
<th>Faculty / School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Is this a double-code course</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Yes, other course code :</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name max 100 characters</th>
<th>Turkish Name :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Name :</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Credits :</th>
<th>Number of course hours per week</th>
<th>Does this course require a classroom</th>
<th>Does this course have a final exam retake?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTS Credits :</td>
<td>Lecture hours :</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Lab. / Studio / Other hours :</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Select the course type which primarily fits one of the course types below</td>
<td></td>
</tr>
</tbody>
</table>
- [ ] Lecture
- [ ] Studio
- [ ] Lab.
- [ ] Seminar
- [ ] Research Topics
- [ ] Research Paper
- [ ] Senior Project
- [ ] Independent Study
- [ ] Industrial/Summer Training
- [ ] Master's Thesis
- [ ] Ph.D. Dissertation

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**For a Modify Course, please explain which attribute of the course is being modified**

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**For a Terminate Course, please explain the reason for terminating this course**
For a **New Course**, please fill in the following information

- **Reasons for creating this course:**

- Please list the programs for which this course is either a required course or an elective course in the curriculum.
  - Required:
  - Elective:

- **Are there any courses that are similar in content and level in the university?**  
  - Yes  
  - No

  **If Yes which course and in which department:**

  **Reason for creating a similar course:**

- **Semester for first offering:**
  - Fall
  - Spring
  - Summer
  - Alternate Years

- **Year for first offering:**

- **Frequency of offerings** *(please check all semesters that the course is planned to be offered)*
  - [ ] Fall
  - [ ] Spring
  - [ ] Summer
  - [ ] Alternate Years

- **Expected enrolment for each offerings:**

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**Prerequisites Course Codes** *(if applicable)*

**Course Description** *(Provide a brief overview of what is covered during the semester. This information will appear in the printed catalog and on the online catalog.)*

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<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, School, Graduate School Director</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Please submit this form to the Office of the Provost. Upon approvals it will be forwarded to the Office of the Registrar for entry into the system.